

Jacksonville Regional User Group Meeting
13 Oct 1999

Action Items

Issue	Action	Responsible	Due Date
E-commerce/ NECO/ EDI	Provide Govt. Agency Name/Ph# /Email of Govt. Agency Resp. to assist small & DA Business w/ Technical Solutions	CMO/PwC	26 Oct 99
Provide Air Force Website address w/work solutions	Provide Web address	CMO/PwC	Done – http://afcis.ssg. qunter.af.mil (user name and password required)
Requirements Contracts Mods	Provide Work Solution	Linda Mohrman	Done
Identify Issues on Requirements Contracts	Identify Issues	Jackie Woloshcek	Done
Data on Mods	Identify Issues	“	“
Cognos training	Identify Participants	Larry Bergeron for FISC/ MJJ for Navy	ASAP
Removal of incorrect or old LOA	Identify issues	Russell Bratton	1 Nov (?)
Mod/Edit to Vendor Reps and Certs in Section B	Introduce As Requirement	Russell Bratton/CMO	1 Nov
SD Workarounds	Obtain and provide SD Work Solutions	L.Bergeron	22 Oct
Deadlocks	To provide ID issues and examples	Russell Bratton	1 Nov
Line Item Quantity	Provide examples of problem quantity issues	Caroline Wilson	22 Oct
4.0 to 4.1 SysAdmin Training	Confirm the proposed National 3 day SysAdmin Trng	CMO/PwC	Training class of 11/22 is full.

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Group Organization

1. Larry Bergeron opened the meeting with a discussion of how the members present would like to run the meetings in the future. He was considering two methods, formal or informal.
 - a. The formal would have a set agenda, guest speakers, presentations etc.
 - b. The informal would focus more on open dialogue of issues, solutions, and requirements.
 - c. The group consensus seemed to be to keep the meetings more to the informal method. Participants should bring in prepared discussion issues to help provide clear definition and resolution of the issues, solutions and requirements.
 - d. Larry is still open to suggestions to help make the meetings meaningful to the participants.

Training

2. Larry asked Steve Busch to describe the **4.0 to 4.1 training** that AMS will provide to the 4.0 sites as they upgrade to 4.1. Steve provided a brief outline of the ½ day in classroom and ½ day in the workspace concept they will receive. He also handed out a short overview document describing the concept. **See attachment.**
3. Steve was asked if there will be any **System Admin Training for the 4.0 to 4.1** sites. At the current time the issue has been discussed at the CMO/PMO/Claimant level. A proposal was made to conduct one 3 day System Admin National Class for the 4.0 to 4.1 sites. The proposal is unresolved at this time but is noted as an **Action item** above.
4. Russell Bratton will have a **FISC Jax SOP** ready by next month. They discussed the need for common procedures within the site.
5. Larry Bergeron said they would begin holding **monthly training** with their users to review procedures and work solutions. Two examples he used to illustrate the need for internal training and procedures.
 - a. That users had to work in the cabinets not in their inbox or all of the data wouldn't take.
 - b. That SAP Actions should be filed by requisition number to ease the search.
6. FISC Jax reported just recently receiving the **users guides** and indicated they were useful documents. Just not always easy to get the users to look things up in it. They tend to ask someone they think will know the answer (Super User Concept).

Upgrade Procedures

7. A short discussion developed on the **upgrade procedures**. Steve told Larry and Russell he would review the documentation with them after the meeting. That was accomplished.

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Reports

8. Larry reported that his site had bought a new processor to add to their SPS System to help them run reports. **Running reports** was killing the production time.
 - a. The scheduler in SPS to run reports at night was having problems
 - b. The end of year late hours prevented the reports writers from being able to run them at off hours since production was early and late to finish end of year work.
 - c. Running reports interferes with production.
 - d. The site still has to create reports.
 - e. They sent 3 people to COGNOS training which helped a lot.
 - 1) That class was not SPS specific, though it helped, Russell Bratton suggested an SPS specific class would be much better.
 - 2) Mary Jo reported that class has been developed and the Navy CMO/Claimants are developing prioritized lists of attendees. The first class will be in San Diego on 25 Oct. (See **action items** above).
 - f. In response to a question from Mary Jo, Larry reported they needed to run reports daily and receive data calls about once a week.
 - g. Reports tend to lock up if asked for anything outside the CUBE.
 - h. Melanie Gibson reported the 1057 Reports run but are not accurate (she is from NAVHOSP so is on 4.1b). It misses about ½ the data. She is waiting to start again after the FY to coincide with the New Year Fiscal Year.
9. Discussed problems with **DD350s** if it is listed as a milestone.
10. **Power Cube.** Any data entered not on the cube will not be on the DD350 reports.

Lines of Accounting

11. Russell Bratton discussed a problem with editing **Lines of Accounting**. Through a long discussion the issue seemed to come down to how to get rid of bad Lines of Accounting without losing them?
 - a. AMS provided a script that made the LOA invisible to the users.
 - b. STARS FL has been sending reports back to FISC telling them that they had errors in the LOA but there seems to be no way to correct them without losing them.
 - c. See **action item** above. Need more detailed explanation of the issue.
12. **Mods to Lines of Accounting.** Various concerns and problems were noted with working Mods to the LOAs.
 - a. Everything worked except the SF 30 did not show the LOA.
 - b. The CLINS don't show on the Mods but the money does.
 - c. Their solution is to put the mod into a word document.
 - d. Mary Jo pointed out the Mods are a known problem.
 - e. **See attached document for discussion** of this issue and solution currently used.

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Contracts Functional Issues

13. **Requirement Contracts:** Various issues were addressed concerning working with requirements contracts. **See attached** for detail on issue and solutions.
14. Line Item Quantity. Caroline Wilson Pointed out that if someone uses the “total quantity” then no one else can use it even if the total quantity did not actually get used. **See Action Items.**
15. Sites have had problems loading **BOA type contracts**. The Air Force work-solution is to run them as an external.
16. When users attempt to do an **Admin Mod to change an address**, Pd2 came back with an error message telling them they had exceeded the quantity.
 - a. Russell Bratton has submitted a trouble ticket on this issue for ver 4.0.
 - b. It was suggested San Diego had a workaround for this problem.

Posting to NECO

17. Larry Bergeron demonstrated the **FISC Jax Website**. They use it to post awards and **solicitations using NECO**. He reviewed the proper steps required to effectively post these documents to NECO. The FISC Website has a hyper link to the NECO.
 - a. NECO solicitations must have .doc extension
 - b. Each solicitation must have a DOS file directory and .doc file.
 - c. Must save it to the DOS file
 - d. Put it into the .doc file
 - e. All users are posting solicitations to NECO.
 - 1) 100% over \$100k
 - 2) Optional for \$10 - \$25k
 - f. PD2 saves as word .doc but in read only.
 - g. This causes problems because **vendors cannot execute reps and certs in section B.**
 - h. 50% of vendors do not have web or e-mail access.
 - 1) PD2 files are as much as 4 times larger then the old formats.
 - 2) Printing these large docs posses a problem for small businesses
 - 3) **See action items** for CMO/PwC.

Vendor Files

18. Discussion of Vendor Files:

- a. PD2 does not load the SIC code.
 - 1) Need SIC code to identify type of Business
- b. Need to be able to search vendor file to see what is in it. Difficult to search now.

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- c. Steve Busch pointed out the importance of cleansing and updating the vendor file in the 4.1b Upgrade Process.

Canceling Objects

- 19. Cancellations: It is very difficult to **cancel an object**. Does not provide enough choices to properly document cancellations:
 - a. Need to link to PRs to show reason why it was cancelled.
 - b. Need to show the following information to document cancellations:
 - 1) Date
 - 2) Reason/why
 - 3) Who
 - c. To cancel on object the user must:
 - 1) delete the PR/CLIN from the object
 - 2) Then cancel the object
 - 3) If you don't you lose both
 - 4) In any case you have no record of the cancellation.

Lock Ups

- 20. Russell Bratton discussed that during the peak period of the end of the year crush they experienced **lock ups** from several users accessing the same files at the same time.
See Action items.

Capabilities of 4.1b/c

- 21. 4.1b. Mary Jo Johnson reviewed the **capabilities of version 4.1b** using a handout that was provided to users in attendance. (Steve Busch had passed around a notebook of the documented upgrades included in 4.0, 4.1a, and 4.1b at the beginning of the meeting.)
 - a. Mary Jo clarified that NAVSUP had decided to skip 4.1c because the SPS-I will need to be upgraded for each version.
 - b. The 4.1d upgrade and SPS-I upgrades are supposed to be CD-ROM local site upgrades. All enhancements from the previous version (4.1c) will be included with the one upgrade. 4.1d is expected to be ready for distribution in Jan but the SPS-I will not be upgraded until after 4.1c is delivered to the Govt. so 4.1d with the SPS-I upgrade may not be ready until after that (Feb/March).
- 22. Attached documents:
 - a. Meeting Participants
 - b. Jacksonville Regional User group site list and POCs.
 - c. Issue and Issue Solution Documents (formats)
 - d. Issue Document for Mods to Lines of Accounting
 - e. Issue Solution for Mods to Lines of Accounting
 - f. Issue Solution Document on Requirements Contracts
 - g. Version Capabilities Document

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- h. 4.0 to 4.1b upgrade workshop